

Project Punch List Procedure

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Approved by 

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Active Divisions/Departments
FEMC

Table of Contents

Table of Contents	i
Purpose.....	1
Scope/Applicability.....	1
Terms and Definitions.....	1
Conditional Occupancy	1
Final Acceptance.....	2
Responsibilities	2
FEMC	2
Director.....	2
Project Manager or Project Engineer	2
Facility Manager	2
NSF	3
Title II Inspector	3
PACDIV	3
Discussion	3
References	4
Records	5

Purpose

This project punch list procedure outlines the steps necessary to secure conditional occupancy and/or final acceptance for Facilities, Engineering, Maintenance, and Construction (FEMC) assigned Engineering and Construction projects by completing the construction tasking.

Scope/Applicability

This procedure applies to all Raytheon Polar Services Company (RPSC) personnel concerned with project close out, and turnover to facility/system operation groups at Denver Headquarters, McMurdo, Palmer, and South Pole Stations.

Terms and Definitions

Conditional Occupancy

Conditional Occupancy is when the project is substantially complete, the punch list has been created unless project terms otherwise define this requirement, and no life safety issues exist. The United States Antarctic Program (USAP) may occupy the area and use the systems installed within the project scope. These include but are not limited to major utility systems (plumbing, HVAC, electrical, fire systems, life safety systems, DDC, and IT systems, as applicable).

Final Acceptance

Final acceptance is when the punch list items are 100% complete, all Conditional Occupancy items are in compliance, inspections are complete and the project is accepted by NSF or its designee.

Responsibilities

FEMC

Director

Ensures Facilities, Engineering, Maintenance, and Construction (FEMC) compliance to this procedure.

Project Manager or Project Engineer

- Ensures completion of engineering and construction tasking, system testing, RFI (Request for Information) and CR (Change Request) close out, and supporting documentation adequacy. Also manages the project closeout process.
- Ensures that all final construction details are completed.
- Ensures that all appropriate testing is conducted and approved.
- Ensures as-builts are completed.
- Monitors equipment start-up.

Facility Manager

Ensures transfer of accepted facility work from a construction to a maintenance status.

NSF

- Has final approval on acceptance of punch list and close out materials.
- Grants Conditional Occupancy and Final Acceptance.

Title II Inspector

- Acts as the NSF's representative for inspections of work in place.
- May create the punch list with RPSC, if the NSF designates the Title II Inspector as their representative. These punch list items are recommendations to the NSF.

PACDIV

- May manage projects for the NSF.
- May act as a Point of Contact for all questions related to close out and punch list, and makes recommendations.
- May act as a technical advisor to the NSF.

Discussion

To ensure that all construction work is complete, the Project Manager or his designee performs the following steps:

1. Conducts a project walk-through at the project site and creates an FEMC pre-punch list.
2. Assigns tasks on pre-punch list to appropriate FEMC individuals and /or organizations.
3. Ensures that all items are completed in accordance with plans, Specifications, and applicable Codes.
4. A punch list walk through with the NSF Representative or his designee to create a formal punch list. The Punch list is to be completed prior to NSF approving Final Acceptance. See Conditional Occupancy and Final

Acceptance Definitions. The end user may be asked participate in this process.

5. Ensure that FEMC promptly completes all punch list items.

Note If a delay occurs in completion of a punch list, then the project WBS remains open until all tasks on the punch list are complete. Final Acceptance occurs when all punch list issues have been completed or addressed to the satisfaction of the NSF, who will then sign a Final Acceptance Certificate.

6. Coordinates closure of RFI's and CR's; completion of as-builts; transmission of warranties, approved Operations & Maintenance Manuals (O&M's), extra stock, special tools, and spare parts; and provide per the Specifications and other Division 1 specification requirements or Contract General Requirements. This information will be incorporated in the *Project Close Out Book* per the *Project Close Out Procedure* (EN-DMPS-215).

References

As-Built Drawings (EN-CDMPS-209)

Engineering Project Definitions (EPD) (EN-D-200)

Project Close Out Checklist (EN-DMPS-215d)

Project Close Out Procedure (EN-DMPS-215)

Quality Assurance Program (QA-A-770)

RPSC Annual Program Plan (FI-D-518)

RPSC Schedule

(All FEMC procedures and forms are located on the Master List/FEMC.)

Records

See “Project Close Out Documentation” in the FEMC-DHQ & STATIONS tab in the *FEMC Records Management Table* (EN-D-226a).